

ROUTING AND TRANSMITTAL SLIP

25 Nov 86

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date																		
1. EXA/DDA		<i>[Signature]</i>	25 NOV 1986																		
2. ADDA		<i>[Signature]</i>	25 NOV 1986																		
3. DDA		<i>[Signature]</i>	26 NOV 1986																		
4. <i>DDA (For Subject Copies)</i>																					
5. DDA/Registry (File)																					
<table border="1"> <tr> <td>Action</td> <td>File</td> <td>Note and Return</td> </tr> <tr> <td>Approval</td> <td>For Clearance</td> <td>Per Conversation</td> </tr> <tr> <td>As Requested</td> <td>For Correction</td> <td>Prepare Reply</td> </tr> <tr> <td>Circulate</td> <td>For Your Information</td> <td>See Me</td> </tr> <tr> <td>Comment</td> <td>Investigate</td> <td>Signature</td> </tr> <tr> <td>Coordination</td> <td>Justify</td> <td></td> </tr> </table>				Action	File	Note and Return	Approval	For Clearance	Per Conversation	As Requested	For Correction	Prepare Reply	Circulate	For Your Information	See Me	Comment	Investigate	Signature	Coordination	Justify	
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Coordination	Justify																				
REMARKS																					

Note: Three separate memos attached.

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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

21 NOV 1986

MEMORANDUM FOR: SA/DDA/FBO -

25X1

FROM: John M. Ray
Director of Logistics

SUBJECT: Leased Commercial Parking Spaces

REFERENCE: A. Memo for D/L fm SSA/DDA/FBO, dtd 29 Aug 86
B. Memo for DDA fm SSA/DDA, dtd 19 Sep 86,
DDA 86-1547

1. Based on the requirements set forth in reference A, the Deputy Director for Administration (DDA) has approved the leasing of ten commercial parking spaces in the Rosslyn area for your office. This approval was based on the premise that these spaces are essential for the expedient, efficient and cost-effective conduct of priority business in support of implementing the Inman Report recommendations. Utilizing the services of Ogden Allied, we have been able to obtain the spaces you requested. The spaces, leased on a month-to-month basis, are managed by the Diplomat Parking Corporation and are located at

25X1

2. Prior to making arrangements with Diplomat, several other facilities in the Rosslyn area were contacted with prices ranging from \$45 to \$95 per month and at varying distances from your location. The spaces leased on your behalf cost \$65 per month, plus a one-time refundable deposit at \$10 per space. The total FY-87 cost for your spaces, including Allied's four percent general and administrative expense and using the current lease rate, is \$5,042. Funding in this amount has been provided by the Real Estate and Construction Division, OL.

3. Neither OL nor Ogden Allied will be involved in the day-to-day administration of these spaces. Therefore, it is requested that a focal point within your office be appointed to attend to the administration and details of issuing, controlling permits, etc. We will continue to renew the leases on a monthly



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~~CONFIDENTIAL~~

C O N F I D E N T I A L

SUBJECT: Leased Commercial Parking Spaces

basis on your behalf unless notified by your office in writing ten days prior to the end of the month of your desire to cancel any space. If, at a later date, a space that had been cancelled is again required, there will be no guarantee that this space will be with the same firm or in the same building. The focal point on this matter for OL will be the External Buildings Operations Branch (EBOB), Real Estate and Construction Division, OL. Any request to terminate leases should be forwarded to EBOB. Correspondence with EBOB should be forwarded to Room [redacted] Building, attention [redacted]

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[redacted] If you have any questions, [redacted] can be reached on [redacted] In addition, you are requested to provide a detailed quarterly report to EBOB on the utilization of these spaces. The information will be compiled in a summary report that will be submitted to the DDA.

4. Although the Agency has arranged to obtain these spaces and has funded for them, the Government will not be liable for any damage, theft, or similar actions against an employee's vehicle. Therefore, it is requested that you ask each prospective permit holder to read Attachment A, sign, and date prior to issuing the permit.

5. Seven Diplomat parking permits were provided to your office on 19 November 1986. These permits are temporary in nature and will be replaced with permanent ones on or about 1 December 1986. Parking is available on a first-come first-served basis; therefore, specific spaces are not assigned. Additionally, forty-five monthly parking authorization cards have been provided. These cards are to be hung from the rearview mirror and must be replaced each month. Please provide EBOB with the name of your parking coordinator and an alternate. These names will be passed to Diplomat Parking, Inc., as the only individuals authorized to pick up these monthly permits on behalf of your office.

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[redacted]
John M. Ray

Attachment
As Stated

C O N F I D E N T I A L

PARKING AGREEMENT

I certify that the parking space obtained is being used on a daily, full-time basis. I acknowledge that this space has been obtained for the use of SSA/DDA/FBO personnel, and that if at any time the parking space assigned to me is not being used full time on a daily basis, I will dissolve the parking service arrangement with the parking facility immediately. I will then advise the SSA/DDA/FBO Parking Coordinator that my parking privileges should be transferred to the next individual on the waiting list. I also certify that I have not been nor will I be reimbursed from any other source for the parking expenses claimed.

ASSIGNMENT:

By accepting this assignment of a parking space, I understand and agree that I have no property right in the parking space and that the parking space may be reassigned or my parking privileges terminated at the discretion of the Agency. I further agree that on the request of the Parking Coordinator, _____, I will return all passes or permits related to the parking space.

NON-LIABILITY:

I also understand and agree that the Agency and the U. S. Government have no right of control over conditions in the parking area and assume no responsibility for such conditions or liability for damage to my automobile or personal injury to myself or others. By accepting this assignment of a parking space, I waive any claim that I have my legal representative or successor might assert against the Agency or the U. S. Government for personal or property damage arising out of or related to parking in this assigned space.

Name

Date